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Homan Square Permanent Supportive Housing Request for Proposals for Architectural Services Questions and Answers

1. Architect requested budget assumptions (per unit/per sf estimates)

Unit size estimates: (14) 1Br, accessible 650 sf / (7) 2 per floor 2Br, walkup 900 sf

Total project square footages, est: 19,500. Hard cost estimate \$280/sf.

2. Why the expedited timeline?

The funding award for this project was given in January 2021 and the expectation is that progress is being made towards delivering the units in early 2023. In order to meet that schedule, design services need to get underway quickly.

3. Is it possible for staggered permitting and delivery schedule?

Staggered permits are possible with recognition that timing of each permit must allow adequate time for construction and completion within the delivery schedule.

4. Are architectural and subconsultant firms headquartered outside of the identified zip codes in the "Local Hire" participation section excluded from submitting? Can you please clarify the Local Hire requirements for the Design Teams?

Firms located outside of identified zip codes are not excluded but the firms experience working in these geographic areas and wherever possible, opportunities for hiring or working with subconsultants are strongly encouraged to contemplate these zip codes. There is an extensive community engagement approach on this project and proposal responses will be made available for Community Advisory Committee review and comment, local participation is an area the community will have particular focus.

5. Evaluation Criteria 2 and 4 both discuss the design firm and consultant team's experience with Project Delivery. Can you clarify or further define what information both questions 2 and 4 are seeking?

This project is a scattered site model that will require firm delivery dates by building to coordinate with the leasing schedule. Firms with experience working on IHDA projects and familiar with the delivery schedules typically involved in such projects are asked to demonstrate their experience and how they will ensure that the project stays on schedule.



6. Are you seeking a fee proposal at this time?

An estimated range of fees is expected with proposal responses based upon additional information about budget assumptions provided through this Addendum in #1 above.

7. As an architecture professional design firm – what type of community hiring and outreach do you anticipate that an architect of record team would provide? *“vii. Architect Team will incorporate MBE/WBE, community hiring, and community outreach for this project.”*

The design process will involve engagement with the Community Advisory Committee beyond presentation of the finished product. Through this project, the CAC is also being exposed to the development process and how their input is incorporated into design. Participation in 3-4 community meetings, for the time being in a virtual environment, and project-based city and IHDA meetings are expected from the architect.

8. As the Architect of Record (AOR) is not the Developer, please clarify the requirements listed below: *“Architect: THE DESIGN ARCHITECT AND SUPERVISORY ARCHITECT MUST PROVIDE EVIDENCE OF THE FOLLOWING INSURANCE COVERAGE: ¾ Professional Liability Insurance for at least \$1,000,000 per occurrence ¾ Evidence of coverage should be provided prior to loan closing and be valid during the course of construction If the policy is issued on a claims made basis the extended reporting time Period for the development to which the policy applied shall extend 5 years after obtaining an occupancy permit. ¾ Illinois Housing Development Authority must be a certificate holder”* I believe in the state of Illinois requires the Developer to be liable for a two (2) years extension of liability after closing and occupancy of a developed property. Should the liability period of the architect of record’s team be two (2) years rather than five (5) years?

Yes, two years will suffice.

9. Under part 1a(iv) it notes “determine green building protocol for the project”. Please confirm the project funding source(s); are there known funding sources that will require compliance with the City of Chicago Sustainability Matrix or other requirements beyond the IHDA Sustainable Design Checklist?

Not confirmed yet, but City of Chicago funding is likely. Please estimate coordination with DOH protocols as part of your proposal.

10. IHDA requirements are clearly outlined and understood, will this development be obligated to Department of Housing (DOH) standards / review / requirements as well?

Yes.



- 11. IHDA standards (P.24 / 10.08) requires no less than one parking space per DU, has IFF / FHS obtained formal approval for a parking reduction for these properties?**

Yes.

- 12. Please confirm that IFF / FHS be procuring survey, geotechnical and environmental services related to the development of each property or whether some or all of these services should be included in our proposal. If required, please confirm that these services are outside the fee limits outlined in the IHDA standards under 1.07.**

Owner will provide all of these services.

- 13. Please confirm IFF / FHS project budget for construction either by project or in the aggregate.**

Please see square footage and cost estimate above.

- 14. Commissioning is noted under 1g(vi), is IFF / FHS engaging a commissioning agent or is this term being utilized for general "operations" and not formal commissioning?**

IFF will not utilize a formal commissioning agent.

- 15. Please clarify intent / requirement noted on 1g(vii). This construction phase scope state that the Architect Team will incorporate MBE/WBE, community hiring, and community outreach for this project.**

IFF/FHS work closely with multiple community groups in Homan Square. Our intent for this requirement is that the architect team address commitment to achieving the MBE/WBE/local hire goals and work closely with IFF/FHS to engage the community throughout the design process. The response requirements address these questions directly.

- 16. Someone asked in the Zoom meeting what the assumed construction costs were for the IHDA application, and IFF stated they would supply this information. Has a construction budget been set for the project? Cost per sq ft? Total project cost?**

Please see square footage and cost estimate above (response 1)

- 17. Related to construction costs, can you please provide the estimated / desired sq ft size of unit types as a starting point? The IHDA standards identify minimum unit sizes per number of bedrooms, are the minimums the goal?**



Please see square footage and cost estimate above. (response 1)

- 18. What are the community engagement goals for the project given permit documents by August? Has CAC been engaged in determining the project goals already or has this process not yet begun? If community engagement has occurred, can you share the feedback?**

Community engagement goals are to work with IFF/FHS and the community advisory committee during regular check-ins and design charrettes. Schedule and cadence to be determined. The community has been engaged at a high level, however more tangible feedback is not available at this time other than the importance of the design fitting in with the adjacent community aesthetic.

- 19. A unit mix has been identified as 14 one bedroom accessible units and 7 two bedroom units. Does this unit mix fulfill the family units mentioned in the RFP? Many disabled people have live in caregivers, usually family members. Is the unit mix fixed based on the model building presented in the Zoom (1 two bdrm above 2 one bdrms) or is the unit mix still to be determined during programming?**

This was the unit mix provided for the project at application. Some modifications to the unit mix may take place during design development.

- 20. Are there green building goals set for the project beyond IHDA's minimum standards? If a green building certification is desired this will need to be identified asap in order to identify and engage a third party consultant through design to achieve permit documents by August.**

Owner will engage the energy consultant. Current goal for efficiency standard is NGBS Bronze

- 21. The Schematic Design Phase states "active participation in cost estimating process and life-cycle cost/benefit analysis led by a general contractor". Will the general contractor for this pricing exercise be identified by the owner/IFF? Or is the architect required to identify and hire a contractor for this purpose?**

An RFQ for contractors is running concurrently with this RFP. Our goal is to prequalify three contractors that will bid on the project.

- 22. What is the design fee payment schedule? Will payments be made as work is completed?**



Fees are paid through a monthly draw process and payments will be made as work is completed.

- 23. Does IFF have mandatory minimum size requirements for design firms? Number of staff? Revenue? If so, please provide. And how would this not violate your own EEO Requirements?**

No, no minimum size requirements. Interested in understanding other projects that will be active during same time period and staffing that will be allocated to this PSH project.

- 24. From a utility perspective, does each apartment need to be separately metered? Gas, electric? Separate heating/cooling for each apartment or can it be a central system?**

Yes, all units should have separately metered utilities, with the exception of water service which will be common. Assume common area utilities (minimal, electric only) will need a separate, dedicated meter.

- 25. What is the current budget per SF?**

Please see square footage and cost estimate above (response 1)

- 26. Are there any green certification goals (i.e. Passive House, LEED, etc.)?**

Owner will engage the energy consultant. Current goal for efficiency standard is NGBS Bronze

- 27. Does IFF have boundary and topographic utility surveys for the project addresses? If not will they be obtaining the surveys outside the design teams contract or shall we include as part of our contract scope?**

Owner will provide all of these services.

- 28. Can you provide additional information about the site/landscape scope? Will outdoor gathering spaces, play areas, or parking be included?**

The sites will be very limited in terms of open space, but these ideas are encouraged.

- 29. Does IFF require cost estimating consulting services as part of the A/E scope?**

No

- 30. Does IFF anticipate any non-residential program within any of the residential buildings as part of the community engagement process?**



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Not at this time.

31. The RFP states the need for an audited financial statement. Due to the short time frame for the RFP due date, will IFF accept a profit and loss statement instead?

Yes

32. Will IFF procure a permit expeditor by owner or through the A/E Team?

IFF would look to the A/E team to include permit expediting in their response and bid.